

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER  
AND SCHOOL AND FORT SAM HOUSTON  
2250 Stanley Road  
Fort Sam Houston, Texas 78234-6150

AMEDDC&S & FSH Circular  
No. 350-02-1

30 April 2003

Expires 30 September 2003

Training

**CLASS SCHEDULING INFORMATION FOR FISCAL YEAR 2003 (FY 03)**

1. **HISTORY.** This issue publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

2. **PURPOSE.** To serve as a guide in the planning and scheduling of U.S. Army Medical Department Center and School (AMEDDC&S) resident classes during FY 03.

3. **RESPONSIBILITIES.** Office of the Dean, Academy of Health Sciences (AHS), establishes all policies pertaining to class scheduling.

a. Training Systems Support Branch (TSSB), Department of Academic Support and Quality Assurance (DASQA), AHS:

(1) Publishes information required for scheduling resident courses.

(2) Maintains class schedule database.

(3) Compiles and submits AHS transportation requests to the Transport Branch, Transportation Division, Readiness and Logistics Business Center (RLBC), U.S. Army Medical Department Center and School and Fort Sam Houston (AMEDDC&S and FSH).

b. AMEDDC&S Training Departments:

(1) Submit training schedules and transportation requests to the TSSB, DASQA, at least 6 months prior to the class report date for classes conducted at Fort Sam Houston or San Antonio, Texas. At a minimum, the schedule will include course code, class number, course name, date(s), time(s), location, operations or scheduling point of contact with phone number, block of instruction or event, and the reference (lesson plan, Army Regulation, etc.). Changes to schedules should be sent to the TSSB as soon as finalized.

(a) Field training exercise schedule changes requested fewer than 45 days before execution require approval of the Dean, AHS, and/or Commander, 32d Medical Brigade.

(b) Transportation requests/changes received within 48 hours of execution must be directly coordinated with the Transport Branch, Transportation Division, RLBC, AMEDDC&S and FSH.

(2) Ensure makeup instruction is provided to students taking leave in observance of religious holidays, as approved in accordance with paragraph 3c(4). Ensure makeup instruction is conducted prior to the scheduled class graduation date.

c. Training Battalions:

(1) Ensure a student Command Information Program is conducted for all enlisted courses 6 weeks or more in duration, with the exception of the

6-8-C40 and 6-8-C42 courses. This will include scheduling and coordinating the time/date and location with the Office of the Dean, AHS, and the Department of Combat Medic Training, 32d Medical Brigade.

(2) Coordinate the selection of students for parades with course directors.

(3) Submit transportation support requests 6 months prior to TSSB. Any requests/changes received 48 hours prior to execution, must be coordinated directly with the Transport Branch, Transportation Division, RLBC, AMEDDC&S & FSH.

(4) Commanders of the 187th and 232d Medical Battalions, 32d Medical Brigade, may authorize leave for religious observances on recognized religious holidays other than those listed in paragraph 4a.

d. The Commander, AMEDDC&S, is the sole authority for approving delayed class start times, early class dismissals, or cancellation of training.

#### 4. HOLIDAYS.

a. Official Army Training Requirements and Resources System (ATRRS) holidays for FY 03 training calendar are as follows:

Columbus Day	14 Oct 02
Veterans Day	11 Nov 02
Thanksgiving Day	28 Nov 02
(Training Holiday)	29 Nov 02
Holiday Leave Period	20 Dec 02-3 Jan 03
New Year's Day	1 Jan 03
Martin Luther King Day	20 Jan 03
President's Day	17 Feb 03
Memorial Day	26 May 03
Independence Day	4 Jul 03
Labor Day	1 Sep 03

(1) The Commander, AMEDDC&S, has approved the holiday leave period (Exodus) from 0700, 19 Dec 02 (Thu), through 2400, 3 Jan 03 (Fri). The last period of instruction will end at 1700, 18 Dec 02. During this Exodus, local commercial transportation may be unable to accommodate increases in students departing or returning from leave. Commanders may authorize up to 24 hours deviation from scheduled departure and termination dates, provided changes to scheduled class graduation dates will not result. All changes to training schedules must be coordinated with the course director, and upon approval, reported to TSSB, DASQA. Deviations in excess of 24 hours will require concurrence of the Commander, AMEDDC&S.

(2) Command-designated training holidays for FY 03, other than 29 Nov 02, should be observed whenever possible. Participation on these days will not lengthen or shorten the class schedule or affect the graduation date in ATRRS. The entire curriculum will still be accomplished as stated in the program of instruction.

b. The dates for the AMEDD Regimental Anniversary are 25-28 Jul 03. Participation in scheduled activities is recommended, providing graduation dates are not affected.

5. **PARADE/RETIREMENT CEREMONIES.** The following information will be used in planning parade/retirement ceremonies conducted at AMEDDC&S during FY 03:

a. Preparation for parades will be scheduled at 0630. Immediately following the parade ceremonies, "Commandant's Time" may be scheduled for one

period. Leadership parade practice will be conducted at 0700 on the Monday preceding the parade date. Full parade practices will be scheduled the first two periods (0800-0950) on the Tuesday preceding the parade date. The parade/retirement ceremonies will be conducted at 0745, unless otherwise announced.

b. 32d Medical Brigade will notify the Dean, AHS, of unscheduled parade/retirement ceremonies.

c. The following is a list of parade dates for FY 03:

31 Oct 02  
 21 Nov 02  
 30 Jan 03  
 27 Feb 03  
 27 Mar 03  
 17 Apr 03  
 20 Apr 03 (Fiesta Parade, 1800)  
 29 May 03  
 26 Jun 03  
 31 Jul 03  
 28 Aug 03  
 25 Sep 03

d. The following is a list of courses that are at least 6 weeks or more in duration that may participate in the monthly parade/retirement ceremonies as needed:

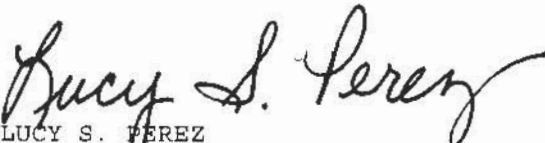
300-91W10	303-91X10	313-91P10	513-91G10
300-M6	303-N3	321-91R10	551-91J10
300-P2	303-N9	321-91T10	800-91M10
300-P3	304-P1	322-91S10	
300-Y6	311-91K10	330-91E10	
301-91D10	312-91Q10	330-X2	

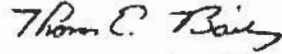
e. Exceptions to parade participation will be requested by memorandum, through the chain of command, for approval by the Commander, AMEDDC&S.

(MCCS-HSM)

FOR THE COMMANDER:

OFFICIAL:

  
LUCY S. PEREZ  
Secretary of the General Staff



THOMAS E. BAILEY  
LTC, FA  
Adjutant General

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